



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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WASHINGTON DC 20350-2000

OPNAVINST 1300.18B
DNS-2
13 May 2019

OPNAV INSTRUCTION 1300.18B

From: Chief of Naval Operations

Subj: CHIEF OF NAVAL OPERATIONS FLAG REPRESENTATIVE

Ref: (a) OPNAVINST 5360.3F
(b) DoD Instruction 4515.14 of 28 June 2013
(c) SECNAVINST 5031.1C

Encl: (1) General Information and Procedures

1. Purpose. To establish policy on the assignment of flag officers as the Chief of Naval Operations (CNO) flag representative for official Navy functions. This revision includes ship and submarine ceremonies and expands the watch pool to include the National Capital Region (NCR) vice merely the CNO staff. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1300.18A.

3. Scope and Applicability. This instruction applies to all flag officers in the NCR.

4. Background

a. There are several functions and events that require CNO flag representation. The level of the flag officer representing the CNO will be dependent on the function and the level of military and civilian participation.

b. Per reference (a), a CNO flag representatives watch list is published monthly to include all rear admirals (pay grades O-7 and O-8) assigned to the NCR. For the purpose of this instruction, NCR is defined in reference (b).

c. Per reference (c), ship and submarine ceremonies consist of christenings and commissions and will require a CNO flag representative. Flag representatives for these ceremonies will initially come from the pool of NCR three and four-star flag officers respectively.

d. Enclosure (1) provides guidance on watch list procedures.

5. Policy

a. All rear admirals (U.S. Navy) assigned permanent duty in the NCR area will be assigned duties as CNO flag representatives, except those listed in the categories in subparagraphs 5a(1) through 5a(5) below.

- (1) Office of the Chairman, Joint Chiefs of Staff.
- (2) Office of the Secretary of Defense.
- (3) Office of the Secretary of the Navy (SECNAV).
- (4) Rear admiral (lower half) selectees.
- (5) Others (as approved by the Vice Chief of Naval Operations).

b. All other NCR flag officers (pay grades O-9 and O-10) will not be a part of the watch list, but will be asked to volunteer to serve as the CNO or Office of the Chief of Naval Operations (OPNAV) representative at ship and submarine ceremonies.

c. An OPNAV flag officer is required to attend every christening and commissioning. Flag officers representing CNO or OPNAV at ship or submarine ceremonies will adhere to the guidelines in the subparagraphs 5c(1) through 5c(4) below.

(1) Commissioning ceremonies must be attended by a four-star flag officer. If the CNO or Vice Chief of Naval Operations are unavailable, then a request will be passed from the Director, Navy Staff (DNS) front office to another four-star officer based on the location of the event.

(2) Christenings should generally be attended by a three-star flag officer whenever possible. The three-star flag officer may be the type commander, the receiving fleet commander, or an OPNAV deputy chief of naval operations. If a three-star is unable to attend, then a two-star may attend.

(3) Once a flag officer volunteers for an event, it will be treated as a watch and authorizes the flag officer to plan and conduct travel. Once confirmed, an invitation will be received by the respective program executive office event coordination office, and detailed event coordination must be conducted with his or her points of contact.

(4) If the flag officer can no longer perform the duties, the corresponding flag officer's staff should notify the DNS front office immediately. If that notification occurs within 2 weeks from the ceremony, the flag officer's staff should make reasonable efforts to find a replacement and notify DNS front office of the replacement via the accepting principal's staff.

6. Responsibilities

a. DNS

(1) Prepare and issue the CNO flag representative watch list on a monthly basis.

(2) Coordinate requirements for funeral escort commanders and commemorative wreath-laying ceremonies.

(3) Prepare and issue a listing of ship and submarine ceremonies on a monthly basis, and coordinate the assigned flag officers.

b. Flag Representative. The flag representative is responsible to the SECNAV and the CNO. In carrying out these responsibilities, the flag representative must:

(1) represent the CNO at official ceremonies or official social functions;

(2) officially welcome and bid farewell to foreign dignitary guests of the Navy (or Department of Defense when Navy is executive agent) on their arrival and departure from the Washington area (please note: visitors should be foreign equivalent to admiral, vice admiral or equivalent to CNO in their navies);

(3) act as funeral escort commander, per reference (a), when requested;

(4) participate in commemorative wreath-laying ceremonies as scheduled by the Navy Memorial;

(5) provide remarks at corresponding ship christenings and commissions; and

(6) perform other functions as directed.

7. Action. Any requests for exception to policies stated herein is to be addressed to DNS for disposition.

8. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnave.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the DON/AA DRMD program office.

9. Review and Effective Date. Per OPNAVINST 5215.17A, Executive Special Projects Division (DNS-2) will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <https://www.secnav.navy.mil/doni/>

GENERAL INFORMATION AND PROCEDURES

1. The watch is a 24-hour assignment which commences at 0800. During normal working hours, the flag representative will be on call at or through his or her office. Outside of normal working hours, Saturdays, Sundays, and holidays, the flag representative will be on call at his or her residence, or other designated location.
2. Continuity is provided to the flag representative by the battle watch captain. Information on past actions, current procedures, and special situations is available in the files maintained by the Navy operations center.
3. Senior duty officers in commands, bureaus, and offices of the Navy Department will consult directly with the battle watch captain on any business that should be brought to their attention. Matters concerning the Marine Corps must be referred to the U.S. Marine Corps Headquarters.
4. Flag officers subject to this instruction who plan to be absent for any reason during the next month are requested to notify DNS.
5. The relief list is established in order to ensure availability of a flag representative during the unforeseen absence of the flag officer assigned duty for any designated day. However, in order to avoid using the relief representative except as an emergency measure, officers who will be absent on temporary additional duty orders, leave, or for other reasons are requested, when practicable, to arrange for an exchange of assignments. When an unscheduled assignment of the officer at the top of the relief list would result in that officer performing flag representative duties 2 days in a row, the next officer on the relief list will be assigned.
6. After the watch list is published, flag representatives are required to make arrangements for exchange of assignments and to notify DNS of any changes.